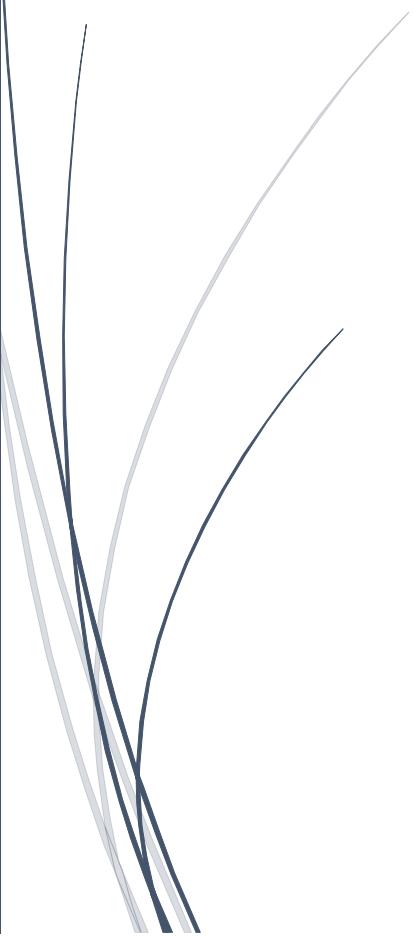


# Sex Entertainment Venue Licence Application Procedure

Annex A



## Annex A –Application Procedure

### Grant or Renewal for an SEV Licence

When an Applicant asks the Council for the grant or renewal of a SEV Licence, the Applicants must complete the following: -

#### Before lodging the Application

The Applicant must ask the Council:

- (a) to specify a newspaper to be used for publication of an advertisement, or
- (b) to dispense with the requirement to publish a newspaper advertisement (in which case the Council will publish notice of the Application electronically).

If the request is (b), the Applicant should specify why newspaper advertisement is thought not to be appropriate.

#### When making the Application

- (a) The Application must be in writing and must contain the information set out in Annex B (“Application Form”); it can be submitted by emailing [licensing@highland.gov.uk](mailto:licensing@highland.gov.uk)
- (b) The Application should be accompanied by the prescribed fee. The Civic Government (Scotland) Act 1982 permits the authority to set a reasonable fee as the authority shall seek to ensure that from time to time the total amount of fees receivable by the authority is sufficient to meet the expenses of the council in exercising their functions under the Act. The fee will be reviewed annually in line with a review of licencing fees and will be incorporated within the list of Civic Licensing Fees. The fee will not be reduced or refunded if the Application is refused, or the Licence is granted for less than was requested.

#### After making the Application

The Applicant must:

- (a) not later than 7 days after the date of the Application:  
Unless the Council has dispensed with newspaper advertisement, publish an advertisement in the newspaper circulating in the Council area previously specified by the Council; the advertisement must be in the prescribed form (a style advert is available on the website). If the Council has dispersed with newspaper advertisement, the Council will publish such a notice electronically not later than 7 days after the date of the Application.
- (b) if relevant, as soon as possible after newspaper publication give the Council one complete copy of the newspaper containing the advertisement of the Application.

- (c) The Applicant must display a Notice of Application (in the form prescribed below) on or near the Premises in a place where the Notice can conveniently be read by the public. This Notice must be displayed for 21 days, beginning with the date of the Application.
- (d) as soon as possible after the expiry of the period of 21 days for display of the Site Notice: Submit to the Council a Certificate of Compliance stating that he/she has complied with the requirements to display the Site Notice, and a copy of the Site Notice (Certificate of Compliance style available on the website).

How will the application be processed?

Provided your application is submitted with all the relevant supporting documentation and fee, it will then be sent to the following consultees:

- Highland Council's Building Standards;
- Highland Council's Environmental Health;
- Highland Council's Planning Department
- NHS Scotland;
- Police Scotland (statutory consultee); and
- Scottish Fire and Rescue Service (statutory consultee)

Notice of Application

If displayed at or near the proposed SEV the Notice must be:

- on A4-sized paper (or larger)
- printed legibly or typed in black ink
- in a font size of 16 points or larger
- arranged so as to ensure that it remains legible throughout the public notice period (for example, laminated or attached to the inside of a clear window facing out).

This Notice is prescribed by the Council under Schedule 2, Paragraph 7(7) of the 1982 Act.

**THE HIGHLAND COUNCIL**

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**NOTICE FOR DISPLAY AT PREMISES**

NOTICE IS HEREBY GIVEN that application has been submitted on (date) \_\_\_\_\_ to The Highland Council for the grant / renewal / waiver of the requirement (delete as applicable) of a Sexual Entertainment Venue Licence

**PREMISES ADDRESS**

**APPLICANT'S NAME**

**SUMMARY OF PROPOSED ACTIVITIES**

**PROPOSED HOURS OF OPERATION**

MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	

Any objection or representation in relation to the application should be made to [licensing@highland.gov.uk](mailto:licensing@highland.gov.uk) within 28 days of the abovementioned date.

PLEASE NOTE: - (1) Any objection or representation relating to an application shall be entertained by the Council, only if, the objection or representation

- (a) is in writing (e-mails are acceptable)
- (b) specifies the grounds of the objection or representation
- (c) specifies the name and address of the person making it
- (d) is signed by the person or on his/her behalf;
- (e) is made within 28 days of the date the application was submitted to the Council (see above for date).

Further details on objecting can be found at [insert link to objections document]

## Waivers (1982 Act, SCHEDULE 2, PARAGRAPH 5)

The Council can allow use of Premises without a Licence. There is no fee for a Waiver application.

For at least 21 continuous days before applying to the Council the operator must display a "Notice of Application" at or near the proposed Premises stating that they are proposed to be used as a Sexual Entertainment Venue, and stating:

- the proposed dates of operation, and
- the proposed times of operation.

After that period, the operator must give the Council a Certificate of Display confirming display for that period.

The Application for a Waiver:

- must be in writing
- must contain a copy of the Site Notice
- must contain the same information and include a Layout Plan and Location Plan as if the operator was applying for a Licence (See Annex B - "Application Form").

The Council will:

- copy the Application for a Waiver to the Police, and
- put a public notice on its website.